

ADMINISTRATIVE — INTERNAL USE ONLY

*P. L. Smith
Audit
Hqs*

7 APR 1980

MEMORANDUM FOR: Chief, Audit Staff

VIA: Inspector General

FROM: James H. McDonald
Director of Logistics

SUBJECT: Report of Audit, Executive Dining Room (EDR),
for the Period 1 January 1978 - 30 November
1979

REFERENCE: Memo for D/L from C/AS, dtd 21 Feb 80,
Same Subject

1. This memorandum is to advise of the actions taken by the EDR on the recommendations made by the Audit Staff in subject audit.

2. Recommendation #1: Document all future program change requests and actions.

All future requests for program changes will be made via speed letter or memorandum.

3. Recommendation #2: Transfer control of the EDR system programs from OF/PSS to ODP's PANVALET.

The EDR will investigate the ODP PANVALET system to determine if it would be advantageous to request the suggested change.

4. Recommendation #3: Purge files no longer needed on EDR's mini-disk.

The files no longer needed by the EDR have already been deleted from the system.

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5. It should be noted that the office of the Assistant Director for Policy and Plans, Office of Finance, will also respond to recommendations 1, 2 and 3.

6. Recommendation #4: Consider sharing EDR's terminal with other users or relinquish the terminal and obtain scheduled time from nearby users.

The EDR will canvass other offices in the general proximity of the Delta Data terminal and make time available to any components interested in its utilization.

/s/ James H. McDonald

James H. McDonald

cc: DDA
OIG
D/Fin
ODP

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AT OL/LSD [] (26 Mar 80)

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